



TOWN OF TEWKSBURY

TOWN HALL

1009 MAIN ST

TEWKSBURY, MASSACHUSETTS 01876

Raymond Lisiecki, Chairman

David Aznavoorian, Vice Chair

Rob Kocsmiersky, Clerk

Meeting Minutes

February 4, 2016

1) Call to Order

The meeting was called to order by Raymond Lisiecki, Chairman, at 7:00 p.m. at the Town Hall. Present at the meeting were David Aznavoorian, Tom Cooke, Paul McDermott, Ronald Hall, and Rob Kocsmiersky. Also in attendance was Richard Montuori, Town Manager, and Karen Kucala, Finance Director.

2) Budget Review (Council on Aging, Library and Parks/Recreation)

Council on Aging

Present was Ashley Springman, Council on Aging Director. Ms. Springman explained that the COA priority for FY2017 was to increase community outreach. This will require upgrading the part time position of the Outreach Worker to a full time position and is the reason for the changes within the salary budget.

The total FY17 requested COA budget is \$307,245, representing an overall increase of approximately \$20,044.

Ms. Springman noted that the utility costs will be going up this year by approximately \$8,100 and that repairs and maintenance costs were going down significantly; approximately \$25,500 from last year, because of a one-time expense on landscaping in FY2016. Ms. Springman noted that professional services were paid for by the revolving account.

Ms. Springman explained that she has also prioritized replacing seven computers and added a line item to the budget of \$6,475 to address this. Mr. Aznavoorian commented that there should be an annual expense for gradual replacement of computer equipment in the budget.

Mr. Kocsmiersky requested that the repairs and maintenance items be listed out as to how much each of the dozen items listed on that page were projected to be. Ms. Springman agreed to provide the individual amounts.

Mr. Hall inquired about the vehicle cost for fuel and maintenance. Mr. Montuoir explained that the vehicle was a refurbished vehicle and it was a trial to see how it goes. Maintenance and fuel would be from DPW.

Ms. Springman noted that the revolving fund has tripled since her arrival as director. Mr. Cooke asked about the oversight of the revolving fund and Mr. Montuori explained that the town office had oversight.

Library

Present was Diane Giarrusso, Library Director. Ms. Giarrusso explained that the priority for the library this year is to offer Sunday hours by adding staff. The total FY17 requested Library budget is \$1,159,115 and the total FY17 town manager recommended budget is \$1,124,115, representing an increase of approximately \$82,669 from FY16.

Ms. Giarrusso noted that there is a slight increase in utilities, approximately \$2,000, and that the Books/Subscriptions line item would be going up significantly (approximately \$21,737) in order to maintain the 13% of total budget state requirement.

Ms. Giarrusso discussed the capital outlay request of \$10,000 to replace nine computers in the library. The original request for capital outlay was \$45,000; however, all items were not able to be funded (carpeting in the children's room \$23,000 and self-check machine \$12,000). Mr. Aznavoorian noted that the budget should include an annual replacement of computers to get on a replacement schedule.

Ms. Giarrusso noted that the Library's wireless router cannot keep up with the number of devices that connect each day. They have taken steps to mitigate by resetting the

router periodically. They will need to purchase a modem and pay for a wireless connection in order to solve this problem. However, there needs to be a long term solution. As a result, \$1,475 is being requested. Mr. Cooke inquired about what the internet provider's responsibility should be based on the town agreement when it was installed.

Parks and Recreation

The total FY17 town manager recommended Parks and Recreation budget is \$154,263, representing an increase of approximately \$9,045. Mr. Montuori noted that the increases are in salaries \$7,694 and leases and contracts \$1,351.

Mr. Montuori explained that he is considering rolling the Parks and Recreation budget into the DPW budget in the future, but he has not yet made a final decision. Another idea considered was to create a Facilities Management budget and put Parks and Recreation in that department. No decision on that has been made at this time.

Mr. Montuori noted that the regionalized Animal Control with Billerica is working well and the money is coming out of the dog licensing funds.

Mr. Montuori noted the need for a maintenance plan for the town fields.

3) Town Manager and Finance Director Reports (as applicable)

Mr. Montuori noted that there will be two general fund transfers coming for the next meeting. One for \$10,000 for additional furniture needed for the Town Hall, and \$5,000 for matching funding for a grant for energy efficiency project regarding the Food Pantry Building at DPW.

4) Finance Committee Matters of Interest (as applicable)

None

5) Committee Member Reports (as applicable)

There were no Committee member reports.

6) Approval of Meeting Minutes

There were no meeting minutes presented for approval.

7) Approval of Payment of Recording Secretary and Time sheet

There was no time sheet presented for approval.

8) Future Proposed Meeting Dates (subject to change)

The next meeting is scheduled for Thursday, February 11, 2016 at the Town Hall.

Adjourn.

MOTION: Mr. Aznavoorian made the motion to adjourn; seconded by Mr. McDermott and the motion carried 6-0.

Approved: March 10, 2016

Documents Presented and/or Discussed

February 4, 2016

1) FY17 Town Manager's Recommended Budget

A copy can be found with the Finance Department or Town Manager